

TrainPlus Equality and Diversity Policy

Lead Responsibility	Lisa Short	Approved by	Lisa Short
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Policy applicable to	ALL EMPLOYEES and FREELANCE STAFF		
Record of Changes:	Amendments		

EQUALITY AND DIVERSITY POLICY

1. Underlying principle

Everyone is different and has something unique to offer. At TrainPlus Ltd we respect and understand these differences and endeavour to make the most of everyone's talents.

Valuing, respecting, and promoting the rights, responsibilities, and dignity of individuals within all our professional activities and relationships.

Equality of educational opportunity based on merit, irrespective of background, beliefs, and socio-economic context.

2. Definitions

Diversity is about understanding, recognising, respecting, and valuing differences.

Equality is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies, and procedures. We recognise that sometimes this will mean treating people differently. This commitment is relevant to all we do, how we manage ourselves and how we deliver our services.

We will promote equality and diversity across all areas.

Our Vision pledges state:

We aim to be a fair, unbiased, and professional service

Our priority is to meet customers' needs

We are committed to and promote equality and diversity

We are proud of our staff, respect their views and invest in helping them meet their potential

At all times we are accountable for our performance

We are one organisation, no matter where we are based or what job we do

3. Summary statement

We will not tolerate discrimination because of a protected characteristic, these are Age, Race, Sex, Gender Reassignment, Disability, Sexual Orientation, religion or Belief, Pregnancy or Maternity and Civil Partnership or Marriage We will also not discriminate because of working patterns or trade union membership nor will we tolerate harassment or bullying on these or any other grounds.

We are fully committed to and undertaking action on the duties placed upon us under the Equality Act 2010 and other forms of legislation that combat discrimination and promote equality and diversity.

We will ensure that everyone in TrainPlus Ltd is respected and can give their best, irrespective of who they are or what job they do.

We will work hard to ensure that our services are accessible to a diverse community.

4. Leadership and management

The Director takes overall responsibility for the development of equality and diversity, leads by example, and ensures that progress is reviewed, and further actions instigated as necessary.

All TrainPlus leaders and managers at all levels will demonstrate their commitment to promoting equality and diversity, and take responsibility for progress, and all staff have personal responsibilities to treat everyone with respect, consideration and without prejudice and to promote the same levels of behaviour in colleagues.

5. Indicators of success

Leaders and managers visibly:

- Challenge unacceptable behaviours and create a climate where complaints can be raised without the fear of reprisal.
- Take firm action where unfairness or inconsistency exists.
- Encourage and support diversity within their teams.
- Demonstrate and promote considerate and fair behaviour.
- Treat staff with dignity and respect and recognise and value individual skills and contributions.
- Demonstrate through words and actions that diversity is an integral part of meeting the business priorities.
- Create an environment in which staff can identify and share good practice, celebrate success, and encourage positive attitudes towards diversity.
- Comply fully with Management and Leadership National Occupational Standards relating to Equality and Diversity.

6. Accessibility of our services

We will continue to review service provision to ensure accessibility for all, and that inadvertent discrimination against any community does not arise.

The starting point for such a review is to carry out equality impact assessments to identify and tackle any unintentional discrimination we may find in the provision of our services to customers, stakeholders, or staff.

This should lead us to consider the language we use and how we communicate information, along with the accessibility of our buildings.

We are committed to reach the position where with everything we do equality and diversity considerations are built in from the beginning. To do this we will need to understand the different and diverse requirements of our customers and of our staff and to involve them in the planning stages of new initiatives.

7. Communication

We will ensure that this policy is accessible and understood by all staff in TrainPlus by implementing a mandatory Equality and Diversity annual training event. The understanding of this is then reviewed in supervision.

Getting our message across successfully means all staff will:

- Be aware of TrainPlus policies on equality & diversity.
- Understand the benefit of valuing diversity and how this impacts on the work of TrainPlus.
- Have a greater awareness of the value of more inclusive communication.
- Understand their own role in promoting equality and diversity.
- Be aware of their legal responsibilities under current equality legislation.
- Set clear rules regarding how people should be treated.
- Challenge any negative attitudes.
- Treat all staff and students fairly and equally.
- Create an all-inclusive culture for staff and students.
- Avoid stereotypes in examples and resources.
- Use resources with multicultural themes.
- Actively promote multiculturalism in lessons.
- Plan lessons that reflect the diversity of the classroom.
- Ensure all students have equal access to opportunities and participation.
- Make sure that learning materials do not discriminate against anyone and are adapted where necessary, e.g. large print or audio tape format.
- Use a variety of teaching methods.
- Use a variety of assessment methods.
- Ensure policies and procedures don't discriminate against anyone.

Senior managers will discuss these messages at team meetings

Each student will be given a student handbook which contains our Equality and Diversity Policy (this will be given in both hard copy and available electronically within each student's wellbeing folder in their portfolio).

Equality and Diversity is incorporated into student Induction Training.

Students understanding of this is then reviewed at regular progress review meetings.

Our customers will be able to access the policy on our website:

<https://www.trainplus.co.uk/>

8. When things go wrong

Staff, students, or Employers who feel they have been unfairly treated contrary to this policy should raise their concerns with their tutor, Department Manager or Business to Business representative to get them addressed. If matters are not addressed the individual can raise a complaint using the complaints procedure. All complaints will be investigated thoroughly and without delay.

Contravention of this policy by way of harassment of or discrimination against a staff member, student or employer will be considered a disciplinary offence and dealt with under the disciplinary procedure.

Employees should feel confident that raising a grievance will not have an adverse effect on them, and that TrainPlus Ltd will protect them from victimisation.

9. Policy review

We are committed to keeping this policy current and relevant. It will be monitored and reviewed annually. Equality impact assessments will be carried out by policy owners and the results fed into the Equality & Diversity Group for information.

10. Action plan

The plan is regularly reviewed by the board of Directors.